

U. S. DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

NORTH CENTRAL DIVISION

INSTRUCTIONS FOR PREPARATION AND HANDLING OF
APPLICATIONS FOR PAYMENT UNDER THE 1945 AGRI-
CULTURAL CONSERVATION PROGRAM—NORTH CEN-
TRAL REGION

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PART I. GENERAL INSTRUCTIONS

A. General plan.—Form NCR-925, Application for Payment will be used as a computation sheet and application for payment under the 1945 Agricultural Conservation Program. Forms NCR-925 will be prepared and computed in the county offices. The State offices will spot check the first transmittals of Forms NCR-925 received from the county offices. A complete check of Forms NCR-925 will be made in the General Accounting Preaudit Office. Work should not be started on Forms NCR-925 until such work has been authorized by the State Committee.

A Form NCR-925 will be prepared for each farm in the county for which a Farm Plan was signed by the final date for signing farm plans and a performance report was completed by February 15, 1946, except those farms where no flax payment is earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used.

The serial number and the items used in determining the conservation practice allowance will be entered on NCR-925 from NCR-Co. No. 25, Progress Record, or from NCR-903, Farm Plan. The serial number will be the State and county code and farm number. Performance data will be entered on NCR-925 from NCR-903. Assignment and set-off entries will be made from the ACP-69 file and the register of indebtedness. Thereafter computations on NCR-925 will be completed.

As Forms NCR-925 are completed, they should be submitted for signature to all applicants who are interested in the payments on the farm.

and who will sign NCR-925. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign NCR-925, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental NCR-925 should be prepared. The supplemental NCR-925 will be prepared in the same manner as the original NCR-925, except, the letter "X" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental NCR-925 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 2, 3, and 4, Section IV, on the original NCR-925 for the applicant who does not sign the original NCR-925 should be deleted and entered on the supplemental NCR-925. The original and one copy of the supplemental NCR-925 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10 and forwarded to the State office with copies and carbon paper intact. Supplemental Forms NCR-925 may be listed on RF-10 with original Forms NCR-925.

When Forms NCR-925 have been accepted in the State office, the original and copies of Forms NCR-925 together with the copies of the supplemental Forms NCR-925 for applicants failing to sign NCR-925, will be released to the General Accounting Preaudit Office. The General Accounting Preaudit Office will review Forms NCR-925 and when possible correct calculations thereon, and return the copies of NCR-925 to the State office. Payments will be scheduled from approved Forms NCR-925 by the State office. After payments have been scheduled, one copy of each NCR-925 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles.—The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and Suspensions.—Whenever possible any error found by the State office or by the General Accounting Preaudit Office on NCR-925 will be corrected on the original and on the copies of the form. If the error cannot be corrected, the form will be returned to the county office for correction together with a copy of RF-4 or preaudit difference statement. The copy of RF-4 or preaudit difference statement should not be detached in the county office and must accompany NCR-925 when it is resubmitted to the State office.

D. Initialing of corrections.—The following changes on NCR-925 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 4, Section IV, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 4, Section IV, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.
4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction.

If the member of the county committee who certified the form is not available, another member of the county committee shall certify the form and initial the changes.

E. Negative numbers.—Whenever a computation results in a negative number enter zero (0) and not the negative number.

F. Fractions.—All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they will be dropped, and if such digits amount to "51" or more, the last-required decimal place will be increased by "1". For example, if the result of a computation is—

1. 8.4750, enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. All factors shall be carried to six decimal places and rounded to four decimal places. All other computations should be rounded to one decimal place.

G. Practices which tend to defeat purposes of program.—If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1945 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment.—If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures.—If it is determined by the county committee that a person has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

J. Failure to maintain practices under previous programs.—If it is determined by the county committee that any conservation practice carried out under previous programs was not maintained in accordance with good farming practices or the effectiveness of any such practice was destroyed in 1945, a deduction shall be made from the payment of the person responsible for destroying or not maintaining the practice. The extent of the practice destroyed or not maintained and the 1945 credit rate for the practice shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. If there is no 1945 credit rate for the practice, the credit rate for the year in which the practice was performed shall be used. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

K. Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).—If it is determined by the county

committee that native sod or other permanent vegetative cover was broken out in 1945 without the approval of the county committee and that the land broken out is not suited to the continuing production of cultivated crops and will become a wind erosion hazard to the community, a deduction at the rate of \$3 per acre shall be made from the payment of the person responsible for breaking out the land. The acreage so broken out and the rate of deduction shall be entered in Section IV of NCR-925 and the deduction made in the same manner as for other types of indebtedness. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

L. Limitation of ACP payment to \$10,000.—The State office will keep a record of gross ACP payments made and materials or services furnished on no application farms to persons other than individuals, partnerships, or estates who file applications in other counties and other States, and to individuals, partnerships, or estates who will file applications in other counties in the State. Where necessary the State office will reduce the gross ACP payment to any such person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment under the 1945 ACP was reduced because of the \$10,000 limitation.

M. Assignments and indebtedness to the United States Government.—The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county office will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 194— Agricultural Conservation Program, on which payments under the 1945 Agricultural Conservation program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, Form ACP-128, Purchase Order for Conservation Materials or Services, RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report.

Entries for assignments will include the name of the assignee, followed by the word "assignee," the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous NCR-925 enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised. A notation indicating that the set-off has been made should be entered on the record of the indebtedness.

When copies of Forms NCR-925 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12, etc.), the application number (42-061-1-101), and the name

of the program (1945 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit entries will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file if the assignor will receive payment on other farms in the county.

PART II.—ENTRIES ON FORM NCR-925

A. General.—1. All entries on NCR-925 will be made with an indelible pencil or typewriter. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of NCR-925 will be necessary. Where two or more sets of NCR-925 are used, enter on the forms other than the first set, only the State and county code, farm number and data for Section III, columns (g) to (j), inclusive, and Section IV. Also, enter in the heading above Section III, column (h) of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3"; "Sheet No. 2 of 3"; etc.

3. Where a flaxseed payment is not earned and the only practices performed are those which are carried out with conservation materials or services furnished by the AAA and the credit for the practices is not in excess of the cost to the AAA of the materials and services used, Form NCR-925 will not be prepared. Where practices other than conservation materials and services practices are carried out or the credit for the practices performed is in excess of the cost to the AAA of the materials and services furnished and used, NCR-925 will be prepared and the payments computed in the regular manner.

4. Entries for regular practices shall be made in lines 1 to 6 of Section III and entries for special practices shall be made in lines 8 to 11.

5. Entries for practices carried out with conservation materials or services furnished by the AAA shall be made on line 1 or line 8, section III, whichever is applicable (and on succeeding lines where necessary). The names of these practices in column (a) should be followed by the letters "CMS" since the payments for conservation materials and services practices have priority over the payments for other practices. One line should be left blank between the entries for "CMS" practices and other practices.

6. If part of a practice was carried out with conservation materials or services and part of the same practice was carried out with other than conservation materials or services, separate entries shall be made for each part of the practice. If one person on the farm has a different share in one part of a practice than he has in another part of the practice, separate entries shall be made for each part of the practice. Otherwise, the total extent of each practice should be entered on one line.

7. No entries will be made for those practices requiring prior approval of the county committee unless prior approval was granted and the practice was carried out on the specified location and in accordance

with the conditions of the prior approval given by the county committee.

8. No entries will be made for the weed control practice unless the farm operator completed Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations and the form is approved by the county committee.

9. No entries will be made for dams for livestock water, development of springs or seeps, wells, rotation grazing, seeding of depleted noncrop open pasture, mowing weeds, prairie dog control, or fireguards on applications for farms in Nebraska and South Dakota having over 640 acres of noncrop open pasture, unless the county committee has indicated on NCR-903 that the range management plan approved for the farm was carried out satisfactorily.

10. There will be entered in section III, column (a) a short descriptive title of the practice carried out including names of crops or materials, etc. used in performing the practice, for example: "Contour seeding-wheat", "Contour strip-cropping-corn and oats," "Harvesting seed-red clover," "Weed control-bindweed-sodium chlorate," "Superphosphate 0-20-0-pasture," and "Dams-earth."

11. When transferring entries for practices from NCR-903 to column (c) Section III of NCR-925, the extent of the practice shown on NCR-903 should be converted to the unit upon which payment will be computed, for example: 1,000 feet of standard terrace will be shown as 10.0, 1,000 lbs. of 0-20-0 will be shown as 10.0.

B. Entries on NCR-925.—Obtain the entries on NCR-925 as follows:

HEADING OF FORM

| Item to be obtained | Where obtained |
|--|--|
| State and county code and farm number. | Upper right-hand corner of NCR-903 or NCR-County No. 25. |
| Farmland..... | Upper left-hand corner of NCR-903 or NCR-County No. 25. |
| Cropland..... | Upper margin of NCR-903 or NCR-County No. 25. |
| Noncrop pasture..... | Upper margin of NCR-903 or NCR-County No. 25. |
| Commercial orchards..... | Upper margin of NCR-903 or NCR-County No. 25. |
| Commercial vegetables..... | Upper margin of NCR-903 or NCR-County No. 25. |

Entries for noncrop pasture should not be made in Michigan, except where practice 4 or practice 19 was carried out.

Entries for commercial vegetables should be made only in Indiana and Ohio.

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

| Item to be obtained | Where obtained |
|---|--|
| Enter practices carried out with conservation materials or services first and identify them by entering the letters "CMS" in column (a) following the name of the practice. | |
| Lines 1 to 6 and 8 to 11 inclusive: | |
| Column (a) Practice description..... (See item 10 above) | Section IV (Section VII in Nebraska and S. Dakota), NCR-903. |
| Column (b) Practice number..... | NCR-901. |

SECTION III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT—Continued

| Item to be obtained | Where obtained |
|---|--|
| Column (c) Acres or units.----- (See notes below for additional entries to be made in this column.) | Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in column headed "Units Performed." |
| NOTE 1.— Farm ditches or spreader ditches. —Enter above the number of units, the linear feet of the ditches constructed and circle such entry. | |
| NOTE 2.— Tree planting for forest purposes or gully control. —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry. | |
| NOTE 3.— Diversion terraces (applicable in Missouri). —Enter above the number of units, the linear feet of the diversion terraces constructed and circle such entry. | |
| NOTE 4.— Development of springs (applicable in Nebraska and South Dakota). —If excavations were made in both soil or gravel and rock formation for one development, bracket the entries in column (c) for the practice. | |
| NOTE 5.— The establishment or reorganization of farm irrigation system (applicable in South Dakota). —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry. | |
| NOTE 6.— Leveling land for irrigation (applicable in Nebraska). —Enter above the number of units, the number of acres on which the practice was carried out and circle such entry. | |
| Column (d) Rate.----- | NCR-901. |
| Heading of columns (g) and (h), (i) and (j) Initials of persons sharing in practices. | Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares." |
| Columns (g) and (i) Applicant's percentage share. | Section IV (Section VII in Nebraska and S. Dakota), NCR-903, in columns headed "Shares." |
| NOTE.—In cases where all persons sharing in the regular practices share in all the regular practices and each such person's share in any regular practice is the same as his share in each other regular practice, no entries need be made on lines 1 and 6, column (g) and (i). In such cases, enter each applicant's share on line 7, column (g) or (i). The same procedure may be followed for special practices. In such cases, enter each applicant's share on line 12, column (g) or (i). | |
| Item 7 (d) Allowance for regular practices. | Section I, NCR-903 or NCR-County No. 25. |
| Item 13 (b) Flax Goal.----- | Column 4 or 5 of Flax 901. |
| Item 13 (c) Flax acreage.----- | Section IV (Section VII in Nebraska and S. Dakota) NCR-903 in column headed "Units Performed." |

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

| Item to be obtained | Where obtained |
|--|--|
| Line 5. Names of applicants.----- | Upper left-hand corner of NCR-903. The name of the applicant should be printed in block style, i. e., JOHN JONES, or typed. Where practical, the Christian name, middle initial, if any, and the surname of the applicant should be printed to prevent misdelivery of the check. |
| Lines 2 and 3. Entries for set-offs and assignments. | Register of Indebtedness and Forms ACP-69. |

NOTE.—Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised. The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs. Entries for deductions for failure to maintain practices and breaking out permanent vegetative cover should be made on these lines also.

PART III. COMPUTATIONS ON FORM NCR-925

Make computations with respect to NCR-925 as follows:

Section III—CONSERVATION PRACTICES AND FLAXSEED PAYMENT

| Item to be obtained | How obtained |
|---|---|
| Regular Practice Payments, Lines 1 to 7—All States | |
| Item 7 (d) Allowance----- | Verify the allowance by multiplying the entries in the heading by the applicable rates (see Practice Handbook). |
| Items 1 (e) to 6 (e) Regular practice payments. | (c) times (d). Apply individual practice payment limitations—see notes. |
| Item 7 (e) Total regular practice payment. | Add 1 (e) to 6 (e) inclusive. |
| Items 1 (f) to 6 (f) Adjusted payments. | See note below. |
| <p>NOTE.—Entries are to be made in items 1 (f) to 6 (f) only in cases where item 7 (e) exceeds 7 (d) and the applicants' percentage shares have been entered on lines 1 to 6. If these conditions exist proceed as follows:</p> <ol style="list-style-type: none"> 1. Add the payments in column (e) for CMS practices and enter the total in the space provided for CMS payment in item 7 (b). 2. If the CMS payment equals or exceeds the allowance, item 7 (d), <ol style="list-style-type: none"> a. Obtain a factor by dividing 7 (d) by the CMS payment, item 7 (b). b. Enter the factor in item 7 (a). c. Apply the factor to each CMS payment in column (e) and enter the factored payment in column (f). d. Enter a dash in column (f) for each other regular practice. 3. If the CMS payment is less than the allowance, item 7 (d), <ol style="list-style-type: none"> a. Add the payments in column (e) for practices other than CMS practices and enter the total in the space provided for Other payment in item 7 (b). b. Subtract the CMS payment, item 7 (b) from the allowance, item 7 (d) and divide the result by the Other payment, item 7 (b). Enter the factor thus obtained in item 7 (a). c. Transfer the payments for CMS practices from column (e) to column (f). d. Apply the factor in item 7 (a) to each payment in column (e) for practices other than CMS practices and enter the factored payment in column (f). | |
| Items 1 (h) to 6 (h) Payment for regular practices. | (e) times (g). If entries have been made in column (f), enter (f) times (g). |
| Item 7 (h) Total payment for regular practices. | Add 1 (h) to 6 (h) inclusive. If the applicant's percentage share has been entered in item 7 (g), obtain 7 (h) by multiplying the smaller of 7 (d) and 7 (e), by 7 (g). |
| Items 1 (j) to 7 (j)----- | Obtain in a manner similar to that used to obtain items 1 (h) to 7 (h). |
| Special Practice Payments, Lines 8 to 12—Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and South Dakota | |
| Items 8 (e) to 11 (e) Special practice payments. | (c) times (d). Apply individual practice payment limitations—see notes. |
| Item 12 (e) Total special practice payment. | Add 8 (e) to 11 (e) inclusive. |
| Items 8 (h) to 11 (h) Payment for special practices. | (e) times (g). |

| Item to be obtained—Continued | How obtained—Continued |
|--|--|
| Item 12 (h) Total payment for special practices. | Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), multiply 12 (e) by 12 (g). |
| Items 8 (j) to 12 (j) ----- | Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h). |

Special Practice Payments, Lines 8 to 12—Nebraska, Ohio and Wisconsin.

Item 12 (d) Allowance for special practices:

- | | |
|----------------------------------|---|
| a. For Nebraska and Wisconsin--- | 7 (d) minus 7 (e), plus 7 (d) times .3. |
| b. For Ohio----- | 7 (d) minus 7 (e), plus \$15. |

NOTE.—Obtain this allowance only if special practices other than special hayseed practices have been entered on lines 8 to 11.

| | |
|---|---|
| Items 8 (e) to 11 (e) Special practice payments (other than special hayseed practices). | (c) times (d). Apply individual practice payment limitations—see notes. |
| Item 12 (e) Total special practice payments (other than special hayseed practices). | Add 8 (e) to 11 (e) inclusive. |
| Items 8 (f) to 11 (f) Adjusted payments (special hayseed practices). | (c) times (d). |
| Items 8 (f) to 11 (f) Adjusted payments (other than special hayseed practices). | See note below. |

NOTE.—If payments for special hayseed practices *have not* been entered in column (f), make entries in column (f) only in cases where item 12 (e) exceeds item 12 (d) and the applicants' percentage shares have been entered on lines 8 to 11.

If payments for special hayseed practices *have* been entered in column (f), and item 12 (e) does not exceed item 12 (d), transfer the payments from column (e) to column (f).

If item 12 (e) exceeds item 12 (d), and if payments for special hayseed practices have been entered in column (f) or if the applicants' percentage shares have been entered on lines 8 to 11, proceed to factor the payments in column (e) and make entries in column (f) in a manner similar to that used to obtain the entries on lines 1 to 6, column (f).

| | |
|--|--|
| Item 12 (f) Total adjusted special practice payment. | Add 8 (f) to 11 (f) inclusive. |
| Items 8 (h) to 11 (h) Payment for special practices. | (e) times (g). If entries have been made in column (f), enter (f) times (g). |
| Item 12 (h) Total payment for special practices. | Add 8 (h) to 11 (h) inclusive. If the applicant's percentage share has been entered in item 12 (g), obtain 12 (h) by multiplying 12 (f) by 12 (g); or, if no entry has been made in 12 (f), by multiplying the smaller of 12 (d) and 12 (e) by 12 (g). |
| Items 8 (j) to 12 (j) ----- | Obtain in a manner similar to that used to obtain items 8 (h) to 12 (h). |

Flaxseed Payment, Line 13—All States.

| | |
|---------------------------------------|--|
| Item 13 (e) Total flaxseed payment--- | 13 (d) times the smaller of 13 (b) and 13 (c). |
| Item 13 (h) Flaxseed payment----- | 13 (e) times 13 (g). |
| Item 13 (j) Flaxseed payment----- | 13 (e) times 13 (i). |

INSTRUCTIONS FOR APPLYING INDIVIDUAL PRACTICE PAYMENT LIMITATIONS

NOTE 1.—Farm ditches or spreader ditches.—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 2.—Harvesting hayseed other than alfalfa, alsike, and red clover.—Determine that the payment for this practice is not in excess of \$87.50.

NOTE 3.—Tree planting.—Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column (c).

NOTE 4.—Pasture improvement (applicable in Illinois).—Determine that the payment for this practice does not exceed \$80.

NOTE 5.—Ditches for tile drainage (applicable in Iowa).—Determine that the payment is not in excess of 100 percent of the regular allowance plus any portion of the regular allowance which is not earned by regular practices.

NOTE 6.—Clearing farm land (applicable in Michigan, Minnesota, and Wisconsin).—Determine that the acreage of cropland on the farm in the heading of the form, is less than 60.0 (also, in Minnesota determine that the payment is not in excess of \$100).

NOTE 7.—Special dams for livestock water (applicable in Indiana).—Determine that the payment for this practice is not in excess of \$100.

NOTE 8.—Dams for livestock water (applicable in Illinois, Iowa, and Missouri).—Determine that the payment for this practice equals \$0.15 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000 (also, in Missouri determine that the payment for this practice is not in excess of \$100 plus the amount of the regular allowance which is not earned by regular practices and the special terracing practice).

NOTE 9.—Dams for livestock water or erosion control (applicable in Nebraska).—Determine that the payment equals \$0.12 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000.

NOTE 10.—Standard terraces (applicable in Missouri).—Determine that the payment is not in excess of 100 percent of the regular allowance or \$50 whichever is larger plus any portion of the regular allowance which is not earned by regular practices.

NOTE 11.—Diversion terraces (applicable in Missouri).—Determine that the payment for this practice is not in excess of \$0.05 times the circled entry in column (c).

NOTE 12.—Leveling land for irrigation (applicable in Nebraska).—Determine that the payment is not in excess of \$5 times the circled entry in column (c).

NOTE 13.—Rotation grazing (applicable in Nebraska and South Dakota).—Divide the entry in column (c) by the acreage of noncrop pasture entered in the heading of the form and enter the result or 25 percent whichever is the smaller, in column (d). Multiply the percentage in column (d) by 2.0 and multiply this result by that part of the conservation practice allowance computed for noncrop open pasture and enter in column (e).

NOTE 14.—Development of springs (applicable in Nebraska and South Dakota).—Determine that the payment for each development is not less than \$15 nor more than \$200. If the entries for this practice have been bracketed in column (c), determine that the sum of the payments for the bracketed entries is not less than \$15 nor more than \$200.

NOTE 15.—Establishment or reorganization of the farm irrigation system (applicable in South Dakota).—Determine that the payment for practice 24 (a) is not in excess of \$5 times the circled entry in column (c). Determine that the payment for practice 24 (b) is not in excess of \$8 times the circled entry in column (c).

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

| Item to be obtained | How obtained |
|---|--|
| Item 1 (a) Payment before increase--- | Add 7 (h), Section III, 12 (h), Section III, and 13 (h), Section III. |
| Item 1 (b) Increase in payment----- | Obtain from the table at the end of this Part III on the basis of the payment in item 1 (a), Section IV. |
| Item 1 (c) Total payment to applicant-- | Add 1 (a) and 1 (b). |

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS—Continued

| Items to be obtained | How obtained |
|---|--|
| Item 2 (c) Set-offs and assignments--- | Enter the amount of the indebtedness or assignment as shown in 2 (a) or the payment in 1 (c), whichever is the smaller. |
| Item 3 (c) Set-offs and assignments--- | Enter the amount of the indebtedness or assignment as shown in 3 (a) or the result obtained by subtracting 2 (c) from 1 (c), whichever is the smaller. |
| Item 4 (c) Payment to applicant after deductions. | 1 (c) minus 2 (c) and 3 (c). |
| Items 1 (d), 1 (e), 1 (f), 2 (f), 3 (f), and 4 (f). | Obtain in a manner similar to that used to obtain items 1 (a), 1 (b), 1 (c), 2 (c), 3 (c), and 4 (c). |

TABLE OF INCREASE IN SMALL PAYMENTS

- Any payment amounting to 71 cents or less shall be increased to \$1.00.
- Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

| Amount of payment computed | Increase in payment | Amount of payment computed | Increase in payment |
|----------------------------|---------------------|----------------------------|---------------------|
| \$0.72 to \$0.73 | \$0. 29 | \$27.00 to \$27.99 | \$9. 40 |
| \$0.74 to \$0.76 | . 30 | \$28.00 to \$28.99 | 9. 60 |
| \$0.77 to \$0.78 | . 31 | \$29.00 to \$29.99 | 9. 80 |
| \$0.79 to \$0.81 | . 32 | \$30.00 to \$30.99 | 10. 00 |
| \$0.82 to \$0.83 | . 33 | \$31.00 to \$31.99 | 10. 20 |
| \$0.84 to \$0.86 | . 34 | \$32.00 to \$32.99 | 10. 40 |
| \$0.87 to \$0.88 | . 35 | \$33.00 to \$33.99 | 10. 60 |
| \$0.89 to \$0.91 | . 36 | \$34.00 to \$34.99 | 10. 80 |
| \$0.92 to \$0.93 | . 37 | \$35.00 to \$35.99 | 11. 00 |
| \$0.94 to \$0.96 | . 38 | \$36.00 to \$36.99 | 11. 20 |
| \$0.97 to \$0.98 | . 39 | \$37.00 to \$37.99 | 11. 40 |
| \$0.99 to \$1.99 | . 40 | \$38.00 to \$38.99 | 11. 60 |
| \$2.00 to \$2.99 | . 80 | \$39.00 to \$39.99 | 11. 80 |
| \$3.00 to \$3.99 | 1. 20 | \$40.00 to \$40.99 | 12. 00 |
| \$4.00 to \$4.99 | 1. 60 | \$41.00 to \$41.99 | 12. 10 |
| \$5.00 to \$5.99 | 2. 00 | \$42.00 to \$42.99 | 12. 20 |
| \$6.00 to \$6.99 | 2. 40 | \$43.00 to \$43.99 | 12. 30 |
| \$7.00 to \$7.99 | 2. 80 | \$44.00 to \$44.99 | 12. 40 |
| \$8.00 to \$8.99 | 3. 20 | \$45.00 to \$45.99 | 12. 50 |
| \$9.00 to \$9.99 | 3. 60 | \$46.00 to \$46.99 | 12. 60 |
| \$10.00 to \$10.99 | 4. 00 | \$47.00 to \$47.99 | 12. 70 |
| \$11.00 to \$11.99 | 4. 40 | \$48.00 to \$48.99 | 12. 80 |
| \$12.00 to \$12.99 | 4. 80 | \$49.00 to \$49.99 | 12. 90 |
| \$13.00 to \$13.99 | 5. 20 | \$50.00 to \$50.99 | 13. 00 |
| \$14.00 to \$14.99 | 5. 60 | \$51.00 to \$51.99 | 13. 10 |
| \$15.00 to \$15.99 | 6. 00 | \$52.00 to \$52.99 | 13. 20 |
| \$16.00 to \$16.99 | 6. 40 | \$53.00 to \$53.99 | 13. 30 |
| \$17.00 to \$17.99 | 6. 80 | \$54.00 to \$54.99 | 13. 40 |
| \$18.00 to \$18.99 | 7. 20 | \$55.00 to \$55.99 | 13. 50 |
| \$19.00 to \$19.99 | 7. 60 | \$56.00 to \$56.99 | 13. 60 |
| \$20.00 to \$20.99 | 8. 00 | \$57.00 to \$57.99 | 13. 70 |
| \$21.00 to \$21.99 | 8. 20 | \$58.00 to \$58.99 | 13. 80 |
| \$22.00 to \$22.99 | 8. 40 | \$59.00 to \$59.99 | 13. 90 |
| \$23.00 to \$23.99 | 8. 60 | \$60.00 to \$185.99 | 14. 00 |
| \$24.00 to \$24.99 | 8. 80 | \$186.00 to \$199.99 | (¹) |
| \$25.00 to \$25.99 | 9. 00 | \$200.00 and over | (²) |
| \$26.00 to \$26.99 | 9. 20 | | |

¹ Increase to \$200.00.² No increase

PART IV. HANDLING APPLICATIONS FOR PAYMENT UNDER POOLING AGREEMENTS

When producers in accordance with the provisions of the State Handbooks have pooled all or any part of their practice allowances, applications for payment shall be handled as follows:

1. Prepare individual Forms NCR-925 for each farm participating in the pooling agreement as follows:
 - a. Make entries in the heading and in Section IV in the regular manner.
 - b. Enter in Section III data for the practices other than those carried out under the pooling agreement.
 - c. Enter in Section III, item 7(d) that part of the regular allowance not pooled.
 - d. Complete computations in Section III in the regular manner. In Nebraska compute and enter in item 12(d) *only* that part of the special allowance not pooled.
 - e. Enter in the heading the amount of the regular allowance pooled followed by the words "of the regular allowance pooled with farm Nos. ____". In Nebraska follow a similar procedure with respect to the special allowance, if any has been pooled.
 2. Prepare a supplemental NCR-925 for the agreement as follows:
 - a. Enter the words "Pooling Supplement to" over the space provided for the State and county code and farm number.
 - b. Enter the State and county code in the space provided therefore and enter the farm numbers of all the farms included in the pooling agreement.
 - c. Enter in Section III, item 7(d) the total regular practice allowance pooled. In Nebraska, enter in Section III, item 12(d) the total special practice allowance pooled.
 - d. Enter in Section III the practice descriptions, practice numbers, rates, and acres or units for the practices carried out under the pooling agreement, and the percentage shares of each person participating in the pooling agreement.
 - e. Complete the practice payments in the usual manner. In Nebraska, the amount of the regular practice allowance which is pooled and which is not earned by regular practices shall be added to the special practice allowance in item 12(d).
- NOTE.—Under pooling agreements, the \$5.00 per hundred linear feet limitation on farm ditches will not be applicable.
- f. Compute and enter in Section IV, item 1(a) or 1(d), the payment to each person participating in the pooling agreement. Make no further entries on the pooling supplement.
 3. Make entries on the individual Forms NCR-925 as follows:
 - a. Enter on a blank line in Section III, column (a) the words "Earned under pooling agreement" and enter the amount earned by the applicant under the pooling agreement in column (h) or (j).

- b. Enter in Section IV, item 1 (a) or 1 (d) the sum of the regular and special practice payment, the flaxseed payment and the payment earned under the pooling agreement.
- c. Complete Section IV in the regular manner.
- 4. The supplemental NCR-925 and each NCR-925 included in the pooling agreement shall be forwarded to the State office in the same lot.

If the farms participating in the pooling agreement are located in two counties, the "Pooling Supplement" NCR-925 should be prepared in the county in which the greater portion of the practices were carried out under the pooling agreement and an extra copy shall be prepared and submitted to the other county. Such county will complete the individual Forms NCR-925 for the farms in that county and will transmit the individual Forms NCR-925 on a completed RF-10 to the county in which the "Pooling Supplement" was prepared. The county in which the "Pooling Supplement" was prepared will prepare individual Forms NCR-925 and Forms RF-10 for the farms located in that county and will submit the forms for all of the farms in the pooling agreement to the State office at the same time.

In cases where a pooling agreement covers farms in two or more counties, the farm numbers on the individual Form NCR-925 and on the "Pooling Supplement" NCR-925 should be preceded by the proper State and county code if the State and county code is needed to identify the county in which a farm is located.

Where a pooling agreement covers farms in two or more counties, the State office will schedule all applications under the pooling agreement in the same Schedule of Disbursement, Form ACP-22.

PART V. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE

A. Signatures of applicants.—Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Each applicant should be requested to verify the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Each applicant must be particularly cautioned to enter his correct mailing address. If the applicant lives in a city he should indicate the street and house number. If he lives on a rural route, he should indicate the route number and the box number where necessary. If he moves to a new address after signing his application, he should leave a forwarding address with the postmaster in order that his check may be forwarded to him at his new address. These items are extremely important since all checks issued in connection with the 1945 Farm Program will be mailed direct to payees by the disbursing office, and any incorrect or incomplete address will delay payments, and may result in considerable extra work in obtaining the applicant's check

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shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

 Chairman, County,

 Agricultural Conservation Committee.

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.

NOTICE.—Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

If a married woman signs an application in her individual capacity, she should include in her signature her first name and middle name, if any. She should not sign the name of her husband preceded by the word "Mrs.", such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same style as her name appears on her letter of authority.

B. Certification of county committee.—Check Forms NCR-925 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, the mailing address entered, and the two questions answered by the applicant, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1946, the date of filing in the county office shall be entered in the space provided therefor.

PART VI.—TRANSMITTAL OF FORMS

When Forms NCR-925 have been certified by the county committee, all regular Forms NCR-925 and all supplemental Forms NCR-925 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms NCR-925 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms NCR-925 and supplemental Forms NCR-925 may be listed on the same sheet of RF-10. However, where this is done regular Forms NCR-925 should be listed first, followed by supplemental Forms NCR-925. Each group of forms should be listed in separate columns on RF-10 and separate totals should be shown for regular Forms NCR-925 and supplemental Forms NCR-925. Not more than 75 forms should be listed on one sheet of RF-10. The forms included in a trans-

mittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form NCR-925 which has not seen signed should be attached to the regular Form NCR-925 for the same farm, and transmitted to the State office at the same time the regular Form NCR-925 is forwarded to the State office. The copies of supplemental Forms NCR-925 will in no instance be listed on RF-10.

After Forms NCR-925 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the master office record for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an NCR-925 has previously been forwarded to the State office, a determination should be made as to whether such form is a duplicate of the form previously submitted to the State office.

Forms to be mailed to the State office may be sent by the United States Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Agency. However, under no circumstances, shall envelopes of the Agricultural Adjustment Agency be sent to applicants for their use in returning forms.

PART VII—HANDLING OF SUSPENDED CASES

Forms NCR-925 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office prior to the scheduling of payments will be handled in the same manner as forms suspended by the State office. There will be attached to such forms one copy of a preaudit difference statement setting forth the reason for suspension. When a form is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction, and the correction will serve as a reply to the preaudit difference statement. Where a form is found to be correct, a reply shall be made by the county committee on the preaudit difference statement.

Forms NCR-925 which are suspended by the General Accounting Preaudit Office after the scheduling of payments will be returned to the county office with one copy of the preaudit difference statement. When the form has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.

